

INDIANA
CORE40
End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of School Assessment

Date: November 12, 2007

Re: Core 40 End-of-Course Assessment Online & Paper-and-Pencil Testing – Registration for Administrations 1, 2, and 3

Welcome to the Core 40 End-of-Course Assessments Online Testing System hosted by Questar Assessment, Inc. Registration for those corporations participating in Algebra I and Biology I ONLY for Administrations 1, 2, and/or 3 is now available for Corporation Test Coordinators. **This memorandum contains the information needed to register schools in your corporation.**

This memorandum includes:

- testing window and IDOE registration information;
- Core 40 ECA administration dates and related information;
- Biology I Participation Guidelines;
- how to access the testing site at a **new URL**;
- a new username and password for 07-08; and
- how to complete the registration process for all administrations.

Testing Window and IDOE Registration (Data Collection)

As is done with ISTEP+, corporations will need to upload data to the STN Application Center in order to generate barcode labels for paper-and-pencil testing. This process **must** also be followed to generate files for all students that will be participating in online testing.

<http://ideanet.doe.state.in.us/stn/>

NOTE: This process does not replace the Online Registration process in which CTCs will indicate the number of students testing per content area for each administration.

Core 40 ECA Administration Information

| Administration Window | IDOE Registration (data collection) | Online Registration Deadline | Delivery Method: Content Area |
|---|--|---|--|
| Administration 1 (A1) | | | |
| December 10 – 21, 2007 & January 3 – 11, 2008 | November 5 - 16, 2007 | December 7, 2007 | Online: Algebra I and Biology I |
| Administration 2 (A2) | | | |
| February 4 – 29, 2008 | January 7 - 18, 2008 | February 1, 2008 | Online: Algebra I and Biology I |
| Administration 3 (A3) | | | |
| April 28 – May 30, 2008 | March 3 - 21, 2008 | Online: April 25, 2008 Paper-and-Pencil: February 29, 2008 | Online: Algebra I, Biology I, and English 11 Paper-and-Pencil: Algebra I, Algebra II, and Biology I |

Biology I Participation Guidelines

Beginning this year, Indiana will be using the Biology I Core 40 ECA to satisfy the NCLB (No Child Left Behind) state high school science exam requirement. If one of the assessment windows indicated above for Biology I does not fit the needs of the high school(s) in your corporation, please contact the IDOE at eca@doe.state.in.us

Accessing the Testing Site

To access the End-of-Course Assessment site for registration, please make sure that your system meets these requirements:

- Computers must have Internet Explorer 5.5, Netscape Version 7.0, Mozilla 1.7 or Firefox 1.0 or Safari (minimum requirements) on a Windows operating system or Macintosh platform

*Below are the **NEW** Web address, username, and password that you will need to access the Core 40 End-of-Course Assessment testing site. (CTCs should not allow School Test Coordinators or Examiners to use the CTC login/password at any time.) Please save this username and password for future use.*

- Web Address: <http://INCore40eca.questarai.com/admin>
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow the directions below to access the testing site:

1. Open your browser.
2. Click once in the **Address** field of the browser window.
3. Type (or copy and paste) the Web address:
<http://INCore40eca.questarai.com/admin>
4. Press **Enter** on your keyboard to advance to the administrator login page.
5. Type your username in the **Username** field.
6. Type your password in the **Password** field.
7. Click once on **Login**.

Completing the Registration Process

Upon entering the site, you will be prompted to complete the CTC Registration process. Web trainings will demonstrate how to complete the process described below. The web training schedule is available here: <http://doe.state.in.us/core40eca/welcome.html>

After reading information about the Core 40 End-of-Course Assessment program, you will begin the registration process for Administrations 1, 2, and/or 3. After completing the registration process, all new School Test Coordinators (STCs) will receive a computer-generated e-mail introducing the Core 40 End-of-Course Assessment system, which provides them with the **NEW** URL, username/password, and directions to access the Core 40 End-of-Course Assessment Web site. ***CTCs must complete the registration process in order for schools to access the site and to allow school staff to fulfill their responsibilities.***

During the **registration process**, you will:

- select the test administration for which you are registering;
- identify the School Test Coordinator for each school that will be testing;
- indicate the number of students who will complete each content area per testing period; and
- enter a start date to begin testing for each content area.

Testing Administration

Beginning Monday, November 12, 2007, CTCs can complete the registration process for schools in their corporation for the 2007-2008 administrations of Algebra I and Biology I.

Once you access the Test Registration page:

- Select the Administration for which you are registering.
- Click once on the dropdown to the right of Test Administration to select Administration 1, Administration 2, or Administration 3. Upon making this selection, the registration page will be displayed. You will need to complete this for each administration window.

School Number and School Name

The School Number and School Name are provided. **If a school in your corporation is not listed**, please contact Core 40 Technical Support at 1-800-IC40-ECA to have the school added. Please be prepared to provide the School Number and School Name.

School NOT Testing

If a school is listed that will **not** be testing in any administration, click once in the **School NOT Testing** box to the right of the school name. Failure to do this will delay the release of report information for the schools and corporation.

Assigning School Test Coordinators

You are required to assign a School Test Coordinator for each school. This person will be the main contact for testing at the school. To assign the School Test Coordinator:

1. Click once on the **Assign** button to complete the registration information for a school.
2. A School Test Coordinator Profile window will be displayed.
3. All required fields are indicated with an asterisk (*).
4. Type the profile information for the School Test Coordinator at the school.
5. Click once on **Save** to submit your information.

Student Count

For each participating school, click once in the field below the column heading “# Students ONLINE” or “# Students PAPER” and enter the anticipated number of students testing in each content area.

A school cannot test students using both delivery methods (Online and Paper) **for the same content area**. If a delivery method is not available (Online or Paper) no student count entry field will appear in the column for the specific subject.

Start Date

CTCs must indicate the first day testing will begin at each school they register. Tests will NOT be available prior to the Start Date indicated on the registration page. Tests will continue to be available to students until the School Test Coordinator indicates Testing Complete for their school in the Test Zone menu of the administrative interface.

In the Start Date field, the date can be changed for each school and content area. The CTC can change the start date field until students begin testing. Once a student begins a test at a school, the Start Date field cannot be changed.

Done

When registration is complete, click **Done**. An auto-generated e-mail will be sent to each School Test Coordinator you assigned. CTCs will not be copied on this email, please note that the email will be posted here: <http://doe.state.in.us/core40eca/08communications.html> This e-mail will contain the URL for the site, their username/password, and directions to complete the school's registration process.

Finish Later

If you have completed the registration process for one or more schools in your corporation but need more time or information to complete the registration process for other schools, you can click **Finish Later** and return to this area at a later time to complete registration.

When you are ready to continue registering your schools, follow these steps:

1. Log onto the site and click once on the Registration menu option; the Registration page will be displayed.
2. Complete the registration for all of the schools in your corporation.
3. When registration is complete, click **Done**.

Editing Registration

If, after completing the registration for a school, you find that you need to edit the registration information, you can return to the registration menu to make the changes.

The areas of the registration that may be edited are:

- Student count – Either edit the number of students or change the delivery method (Online/Paper). Paper student count values can be edited anytime during the registration process, which is November 12, 2007, through February 29, 2008.
- Start date – This can be edited until a student begins testing. Once a student has started testing at a school, the start date cannot be changed.
- School NOT Testing – This can be edited until a student begins testing. Once a student has started testing at a school, the option to indicate “School NOT Testing” is no longer available.

Print

When you have completed registration, it is recommended that you print the screen containing all of your corporation’s registration information.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE’s ECA Help Desk

Phone (317) 232-9050

Email: ECA@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)

Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:

www.doe.state.in.us/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.state.in.us/core40eca/welcome.html>